RESUME



SANGITA SARKHEL CHAKRABORTY

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# Objective:

Intend to build a career with leading educational environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

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| --- | --- | --- | --- |
| **Examination & Board** | **School/College/University Name** | **Year of****Passing** | **Percentage (%)** |
| **Madhyamik (W.B.B.S.E)** | **Kharagpur Inda Balika Vidyalaya** | **2003** | **65** |
| **Higher Secondary(W.B.C.H.S.E)** | **Kharagpur Silver jubilee High School** | **2005** | **62** |
| **B.A** | **Raja Narendr lal khan Women’s College(Vidyasagar university)** | **2008** | **50** |
| **M.A** | **Netaji Subhas Open University** | **2010** | **60** |
| **B.Ed** | **Vinoba Bhabe University** | **2014** | **76.7** |

**Language Speaking and writing:** Bengali, English, and Hindi

# IT Proficiency:

* **MS Office (Word, Excel, PowerPoint)**
* **1 Year Diploma in Business System Information Management From NIIT**

# Extra Curriculum:

* Diploma in Fine Arts (Painting) From Pracheen Kala Kendra from Various State GOVTS. Universities and Education Boards.
* Attend The **XXXXV STATE WOMEN /MEN PHYSICAL TRAINING**

CAMP – 2013 as a trainee.

* **One Year Diploma** in **M.MONTESSORY TEACHERS’ TRAINING** from **M.MONTESSORY TEACHERS’ TRAINING COLLEGE** Recognized by the Board of ICPSEB.
* **SIX Month training** in English For Excellence-Primer from **NIIT**

# Work Experience :

* 2 Years ( 2012 – 2013 ) teaching experience as a temporary part-time teacher in Bengali subject in a Higher Secondary standard School (Borah Netaji Siksha Sadan ) Kharagpur ,West Midnapur .
* 2 Years( 2013 – 2015 ) teaching experience as a temporary part –time teacher in Bengali subject in a Higher Secondary standard School (Salanga g.v. Vidyapith, Paschim Medinipur)
* 2 Years worked as a Team Lead & Zonal-MIS Operator in NC VGE & Government business VODAFONE ENTERPRISE (VBS) SC ZONE.

 Tenure – 2016 - 2018

 Job Roll – Managing Sales officers & processing CPOS system activation.

 FOS count / monitoring

 FOS wise account mapping

 SIM/CAF/DEVICE stock report update inCPOS

 Processing EKYC Activation

* 2 years worked as Teacher in Charge in Smart School Primary Kandi ,Murshidabad .(2019-2020)
* Now Worked as a private Tutor for UG Students of Netaji Subhas Open University.

## Personal Profile:

 Date of Birth →23/05/1987

Nationality →Indian

Caste → General

Hobbies →Listening Music, Painting, Reading books.

**Declaration:** I hereby declare that all the information stated above are true to the best of my knowledge.

**Date:15.01.2025 Signature…………………….**

**Place:Joka Kolkata**